



# PORT WASHINGTON-SAUKVILLE SCHOOL DISTRICT

*We educate all children to reach their greatest potential.*

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## **Parent Responsibilities for Administration of Prescription Medication at School**

Whenever possible, prescriptions medication should be administered to school children by their parents/legal guardians at home. Should it be necessary to administer prescription medications during the school day, the school principal and/or other persons designated in writing by the school principal, may administer prescribed medications to students under the following established conditions:

- A. Prescription medications will not be administered to a student by any Port Washington/Saukville Schools personnel unless a **MEDICATION/PROCEDURE AUTHORIZATION FORM** is completed by the prescribing health care provider, signed by the parent/guardian, and given to the school.
- B. The Medication/Procedure Authorization Form requires:
  - clearly written instructions relative to:
    - the number of times per day for administering the medication
    - the time of day that the medication is to be given
    - the dosage amount
    - medication start and stop date
    - possible adverse effects or contraindications
  - clear signature, date, and information of medical provider
  - the parent/legal guardian's written consent allowing the school district staff to administer the prescribed medication to the student
- C. The Medication/Procedure Authorization Form can be obtained at the school office during normal school hours of operation. It is the parent/legal guardian's responsibility to have the Medication/Procedure Authorization Form completed and returned to the school office before any medication can be administered to the student at the school. The form is also available on the PWSSD website.
- D. The completed Medication/Procedure Authorization Form is effective for one school year (while student is currently enrolled at the site, otherwise, a new form will be needed for the new school assignment).
- E. If there is a change in the medication, its dosage amount, or the time it is to be administered, you must turn in a new, completed Medication/Procedure Authorization Form. No change in medication administration dosage, time, or frequency can be permitted without appropriate forms.
- F. Prescription medication must be in a pharmacy container and must clearly identify the student

name medication name, the dosage, and the prescribing health care provider's telephone number. Medications that are provided in envelopes or bags or other non-specified containers will not be accepted.

- G. The parent/legal guardian is responsible for safe delivery of medication to the school. The parent/legal guardian is also responsible for providing a sufficient quantity of medication so that the school can comply with the medical provider's orders. (NOTE: Many prescription medications are "controlled substances" and must be delivered to the school by the parent/legal guardian or by another adult authorized to deliver the student's prescription by the parent/legal guardian).
- H. When a prescribed medication is discontinued, it is the responsibility of the parent to notify the school principal, who will in turn fax an "Authorization to Discontinue Medication" form to the attending medical provider.

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Parent signature verifying knowledge of the above information.

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Date